

Permanent Sign

Permit

Village of Weston

Date: _____

Permit #: _____

Payment Type: ☐ Cash ☐ Check _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

-- PLEASE USE THE ONLINE FILLABLE PDF --



5500 Schofield Ave
Weston, WI 54476

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

<input type="checkbox"/>	Face Replacement (Existing Business Only. No change in sign size or location)		NO FEE	
<input type="checkbox"/>	Wall Sign(s)	\$25.00 + \$1.00/ft ² over 50ft ² per sign	\$	_____ [44/4461]
<input type="checkbox"/>	Freestanding Sign(s)	\$50.00 + \$1.00/ft ² over 50ft ² per sign	\$	_____ [44/4462]
<input type="checkbox"/>	Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$	_____ [44/4463]
<input type="checkbox"/>	Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$	25.00 [44/4464]
<input type="checkbox"/>	Panel Replacement in a Development Sign	\$25.00 per business	\$	25.00 [44/4465]
TOTAL FEE:			\$	_____

APPLICANT INFORMATION

Business Name: _____	Contact Name: _____
Business Owner: _____	Project Address: _____
Mailing Address: _____	Phone: _____
Website: _____	Email: _____

Property Owner: _____	Contact Name: _____
Mailing Address: _____	Phone: _____
Property Zone: _____	Email: _____

Current Use of Property: ☐ Multiple Family Residential ☐ Mixed Commercial/Residential ☐ Office
(Check all that apply) ☐ Retail/Services ☐ Industrial/Manufacturing ☐ Institutional
☐ Parking ☐ Other: _____

CONTRACTOR INFORMATION

Sign Contractor: _____	Contact Name: _____
Address: _____	Phone: _____
_____	Email: _____

COSTS OF PROJECT

Sign 1: \$ _____	Sign 2: \$ _____
Sign 3: \$ _____	Sign 4: \$ _____

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached? ☐ Yes ☐ No ☐ N/A

Does the site plan include ALL the required components listed above? ☐ Yes ☐ No ☐ N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WiDOT.

Are the following requirements shown on the site plan? ☐ Yes ☐ No ☐ N/A

Has the State of Wisconsin Department of Transportation approval been attached (if required)? ☐ Yes ☐ No ☐ N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

How many wall signs are being proposed? (New, replacement and re-facing) _____

How many freestanding signs are being proposed? (New, replacement and re-facing) _____

Will there be a sandwich board or pedestal sign (*only one is allowed per business*)? ☐ Yes ☐ No

Has the diagram been attached for **each** proposed sign? ☐ Yes ☐ No

Does each diagram have **ALL** the required components listed above? ☐ Yes ☐ No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

How many signs are existing on the subject property? _____

Has the specifications of each existing sign been attached? ☐ Yes ☐ No ☐ N/A

Has the picture of each existing sign been attached? ☐ Yes ☐ No ☐ N/A

BASIS FOR GRANTING AND ISSUANCE

Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application? ☐ Yes ☐ No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

Under the Village’s zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

Signature of Applicant

Date

☐ Property Owner ☐ Contractor

STAFF REVIEW

PIN: _____ Zoning: _____ ☐ Village ☐ ETZ
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: _____

Sign 1 Specification:

Permit No.: _____

Width: _____ Height: _____ ☐ Single ☐ Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: ☐ Yes ☐ No Type: _____
Sign meets requirements? ☐ Yes ☐ No ☐ Conforming ☐ Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 2 Specification:

Permit No.: _____

Width: _____ Height: _____ ☐ Single ☐ Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: ☐ Yes ☐ No Type: _____
Sign meets requirements? ☐ Yes ☐ No ☐ Conforming ☐ Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 3 Specification:

Permit No.: _____

Width: _____ Height: _____ ☐ Single ☐ Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: ☐ Yes ☐ No Type: _____
Sign meets requirements? ☐ Yes ☐ No ☐ Conforming ☐ Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 4 Specification:

Permit No.: _____

Width: _____ Height: _____ ☐ Single ☐ Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: ☐ Yes ☐ No Type: _____
Sign meets requirements? ☐ Yes ☐ No ☐ Conforming ☐ Legally Non-Conforming
Conditions/Modifications for approval: _____

Signature of Zoning Administer or Designee

Date

Permit Number(s) _____

☐ Approved ☐ Denied

STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff (optional).**
Date: _____ Participants: _____
- ☐ **Application and required plans filed with the Village.**
Date: _____ Received by: _____
- ☐ **Application fee received by Village.**
Date: _____ Received by: _____
- ☐ **Application and submitted plans verified as being complete.**
Date: _____ Reviewed by: _____
- ☐ **Determination by Zoning Administrator as to whether requested sign requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: _____ Meeting Date: _____

Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied
- ☐ **Zoning Administrator (or designee) action.** Designee: _____
Date: _____ Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied
- ☐ **Building Inspector electrical inspection.**
Date: _____ Inspection: ☐ Pass ☐ Requires Re-inspection ☐ Denied
- ☐ **Applicant notified of decision.**
Date: _____ Sent by: _____
- ☐ **Attached in Smart Search.**
Date: _____ Attached by: _____
- ☐ **Attached and closed in Beehive.**
Date: _____ Closed by: _____